



How to Request Supporting Documentation & Submit Your Copay Reimbursement Claim Form

HUCTW members who submit claims for Copay Reimbursement will be asked to provide an itemized list of copayments and receipts documenting those payments. As an alternative to writing out a list, Benefit Strategies (the company that processes the forms) will accept an itemized list of all copayments provided by the insurer. You can download this list from your insurer's webpage or you can request this list by phone. All of Harvard's health insurance offerings are managed by Blue Cross Blue Shield of Massachusetts (BCBSMA). Below are the instructions on how to download or request the list and apply:

1. Download the list of claims through your [MyBlue](#) account or call Blue Cross Blue Shield of Massachusetts to request a list at 1-800-262-2583 **at least one month before the reimbursement deadline**. Ask them to mail you a list of all claims and copays for all family members covered under your plan for the entire calendar year (they will let you know that it will take up to 4 weeks).
2. Download or print out the reimbursement claim form from: https://huctw.org/wp-content/uploads/2021/01/HUCTW_Copay_Thresholds.pdf. There is also an electronic copy on the Benefit Strategies website.
3. On the form, fill out your contact information, and identifying information for everyone on your plan for whom you will be requesting reimbursement. On the table where it asks you to list your claims, write "See Attached." Sign the bottom of the form.
4. If you requested the list of claims by phone, staple the reimbursement form to reimbursement form. Place it in an envelope and mail it to: Benefit Strategies, PO Box 1300, Manchester NH, 03105-1300. You can also submit it electronically via your account on the [Benefit Strategies website](#).
5. Your reimbursement check should arrive in the mail or be deposited within a few weeks.